



JOB ANNOUNCEMENT

The California State Council on Developmental Disabilities (SCDD) is established by state and federal law as an independent state agency. SCDD consists of 29 members appointed by the Governor, with individual and family consumers representing a minimum of 60 percent of the membership, a Headquarters Office and 13 Area Board Offices. Through advocacy, capacity building and systemic change, SCDD and its Area Board Offices and Area Board Members work to achieve a consumer and family-based system of individualized services, supports, and other assistance. The SCDD Area Board Office XIII is located in San Diego, California and serves the counties of San Diego and Imperial.

POSITION: Office Technician (Typing) Area Board XIII
TIME BASE: Full-Time
SALARY: \$2510 – \$3050 per month
LOCATION: San Diego, California
DEADLINE: October 26, 2004

Duties: Under the supervision of the Area Board XIII Executive Director, the Office Technician (Typing) monitors the budget and expenditures, processes invoices for payment, including maintenance of accounting records and quarterly budget reports; assists in developing the budget; types letters, memos, reports; edits newsletter and articles; updates and edits website; serves as attendance coordinator; orders supplies and equipment; performs other clerical and administrative tasks.

Desired Qualifications:

- Excellent typing and Personal Computer skills. Excellent grammar, spelling and punctuation skills. Ability to work well with a variety of people. Effective telephone and interpersonal skills.

Additional Information:

- The Office Technician must be able to drive their vehicle to Area Board meetings in locations throughout San Diego and Imperial Counties.

How To Apply: Applications will be accepted from persons on the SROA List, employees from surplus status departments, state employees with lateral transfer eligibility, and persons eligible for appointment from a valid promotional or open Office Technician (Typing) eligible list. All applications meeting this criteria will be screened and only the most qualified will be interviewed. Submit Cover Letter, Resume and State Application to:

State Council on Developmental Disabilities Area Board XIII
750 B Street, Suite 1830
San Diego, CA 92101
Attention: Rob Carley, Executive Director AB XIII, (619) 645-3000

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